1. Logon to the KPA SRM portal.
   https://suppliers.kpa.co.ke/irj/portal

2. Please enter initial1 in the ‘Old Password’ tab, and the password of your choice in the other two tabs.
3. Click on tab ‘RFx and Auctions’, and you would get another prompt of entering the password for the first time. Enter initial1 again in the Old password tab, and the password of your choice in the New Password and Repeat Password tabs.
4. Click on Continue.

5. Click on the tab **Purchase Orders**, and you would get another prompt of entering the password for the first time. Enter **initial1** in the Old password tab, and the password of your choice in the New Password and Repeat Password tabs.